

**PERSONNEL & TRAINING BUREAU
TRAINING DIVISION**

NOTICE

12.1.1

October 9, 2014

TO: All Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: REQUEST TO USE THE LOS ANGELES FIRE DEPARTMENT FRANK
HOTCHKIN MEMORIAL TRAINING CENTER

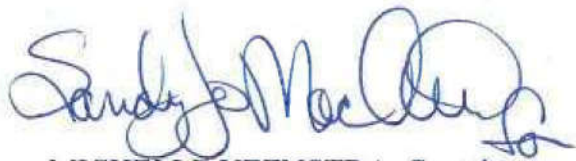
All Department requests to use the Los Angeles Fire Department (LAFD) Frank Hotchkin Memorial Training Center (FHMTTC) shall be processed through Training Division (TD). The attached LAFD Facility Use Request Form shall be emailed to the TD representative listed on the document or faxed to (323) 226-0882.

Specialized units such as Metropolitan Division, Emergency Services Division, Special Investigation Section, etc., may submit their requests to use the location directly to LAFD; however, the concerned Training Coordinator shall contact TD to ensure the availability of the FHMTTC. In the event training schedules conflict, the Commanding Officer, Training Division shall be the final authority regarding the Department's use of the facility.

The FHMTTC normal hours of operation are from 0600 hours to 1600 hours weekdays. Any scenario type activities and/or special requests should be pre-approved by both TD and LAFD, and all Los Angeles Police Department personnel are required to have either a badge or identification clearly visible while on the premises.

Any questions regarding this Notice may be directed to Clerk Typist Adel Guierrez, Training Division, at (323) 223-0105.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division



STEPHEN R. JABCOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

Distribution "B"



LOS ANGELES FIRE DEPARTMENT TRAINING FACILITIES

Los Angeles Police Department Facility Use Request

All requests are to be submitted to and approved by Los Angeles Police Department Liaison Adell Gutierrez, Training Division, (323) 226-0931, located at 1880 N. Academy Drive, Elysian Park, CA 90012. **ALL REQUESTS MUST BE SUBMITTED AT LEAST TEN BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT/CLASS. NO EXCEPTIONS.**

Please send completed form to Adell Gutierrez C8938@lapd.lacity.org or by Fax: (213) 847-3979

Name of Requesting Person: _____

Agency: _____

Business Phone Number: _____

Cell Number: _____

E-mail address: _____

Approximate number of persons attending event or class: _____

Date(s) of event/class: _____

Time(s) of event/class: _____

☐ Frank Hotchkin Memorial Training Center (FHMTTC)

Information about the event/class: _____

Please initial below items - Instructors will be held responsible for the following:

_____ Students adherence to FHMTTC Dress Code – Business Casual; No open toe shoes, shorts, t-shirts, tank tops or jogging suits.

_____ All teaching supplies: Los Angeles Fire Department (LAFD) does **Not** provide copy paper, copiers, pencils or pens, dry-erase markers, etc.

_____ Clean-up and restoring classroom to original condition and configuration.

_____ Ensure safety of students, a hazard-free environment and the issuance of liability waivers.

_____ **The LAFD reserves the right to cancel any event up to and including the day of the event/class to meet the needs of the Fire Department.**

By signing below, requesting person acknowledges that his/her agency is responsible for all tasks associated with the set-up/breakdown for their event. Current staff shortages preclude LAFD from assisting in any capacity.

Name of Requestor/Signature

Date

☐ APPROVED

☐ DENIED

Section Commander

Date

In-Service Training Section/Training and Support Bureau

The Los Angeles Fire Department reserves the right to cancel any event up to and including the day of the event to meet the needs of the Fire Department.